

Training Position by Position Module

Exhibit E

<u>Job Titles</u>	DSP Staff / Staff Supervisors - Day	DSP Staff / Staff Supervisors - Residential	Transp. Staff	Comments
<u>Trainings</u>				
New Employee Orientation / Checklist & Policy Reviews	Approved Crisis Intervention Training 30 days	Approved Crisis Intervention Training 30 days	Approved Crisis Intervention Training 30 days	Policy Review: PM5, Rights Complaint Policy, Proclamation of Beliefs and General Practices, Basic Driving Info & Site Specific Orientation (Not included in CDS at this time)
CDS Position Specific Module for First 90 Days	CDS Module includes: Introduction to DD, Introduction to DSP, Civil Rights and Advocacy, Individual Rights and Choice, Professional Documentation, Confidentiality, and HIPAA.	CDS Module includes: Introduction to DD, Introduction to DSP, Civil Rights and Advocacy, Individual Rights and Choice, Professional Documentation, Confidentiality, and HIPAA.	CDS Module includes: Introduction to DD, Introduction to DSP, Civil Rights and Advocacy, Individual Rights and Choice, Professional Documentation, Confidentiality, and HIPAA.	
CDS Position Specific Module to be completed within 180 days and includes remaining CDS Lessons	CDS Module includes Lessons including information similar to prior in-person courses: Dietary Awareness, Health Awareness, Rights and Infection Control.	CDS Module includes Lessons including information similar to prior in-person courses: Dietary Awareness, Health Awareness, Rights and Infection Control.	CDS Module includes Lessons including information similar to prior in-person courses: Dietary Awareness, Health Awareness, Rights and Infection Control.	
CDS Aspiration Module	90 days/annual recert	90 days/annual recert	90 days/annual recert	
Asst. w/ Self Admin. of Meds	90 days/annual recert	90 days/annual recert	n/a	The initial Asst. w/Self Admin. of Meds is taken over 2 days - Day 1 in classroom / Day 2 CDS; The recertification is offered in 1 day using the CDS
*CPR	*90 days/recert 1yr (ARC) or 2yrs (AHA/NSC)	*90 days/recert 1yr (ARC) or 2yrs (AHA/NSC)	*90 days/recert 1yr (ARC) or 2yrs (AHA/NSC)	American Red Cross requires annual recertification; American Heart Assoc. and National Safety Council requires recertification every 2 years.
Defensive Driving	90 days / w/required recert to maintain certificate	n/a	90 days / w/required recert to maintain certificate	
First Aid	90 days/recert 3yr (ARC)	90 days/recert 3yr (ARC)	90 days/recert 3yr (ARC)	
Home & Fire Safety	90 days/annual CDS recert	90 days/annual CDS recert	90 days/annual CDS recert	Home & Fire must initially be taken at the Fire School and then in subsequent years recertifying using the CDS Module.
Crisis Intervention Training	90 days/annual recert	90 days/annual recert	90 days/annual recert	e.g., MANDT, Safe Crisis Management, Therapeutic Options or other similar authorized training.
CDS Seizures	90 days/annual recert	90 days/annual recert	90 days/annual recert	
Emergency Preparedness	Provided by Agency	Provided by Agency	Provided by Agency	

The time frame for completion of a training requirement begins on the staff persons first day of employment

* Required courses that must be completed before staff can work alone with a person receiving supports